



**Committee of the Whole Minutes  
Council Chambers  
October 10, 2023**

- 1. IN ATTENDANCE:** Warden Linda Gregory, Deputy Warden Matthew Ross, Councillor David Tudor, Councillor George Manzer, and Councillor Angela Thurber

**STAFF PRESENT:** Jeff Sunderland, Chief Administrative Officer, Tyler Pulley, Manager of Municipal Services, Cora Lee Ross, Manager of Corporate Services, and Taylor Robinson, Executive Assistant who took the minutes of the meeting.

**ALSO PRESENT:** Jessica Atwell, Alexandria D'eon, and Jessica Burgoyne from Big Brothers Big Sisters of the Annapolis Valley to provide a presentation to Council.

**REGRETS:** None

**CALL TO ORDER:** Warden Gregory called the October 10, 2023 Committee of the Whole meeting of the Municipality of the District of Digby to order at 5:00pm.

**PAUSE TO SEEK GUIDANCE:** Warden Linda Gregory welcomed everyone and asked that we pause to seek guidance.

**2. ADMINISTRATIVE AND PROCEDURAL ITEMS**

**2.1 Approval of Agenda-Additions/Deletions**

- Addition under 4. BUSINESS ITEMS 4.2 Notice of Surplus Property
- Addition under 4. BUSINESS ITEMS 4.3 Freeport Baptist Church Community Grant Application
- Addition under 4. BUSINESS ITEMS 4.4 New Year's Levy

**MOTION #COTW2023-10-10-01**

**It was regularly moved and seconded that the agenda for October 10, 2023 be approved as amended.**

**MOTION CARRIED**

2.2 Approval of Minutes of September 12, 2023

**MOTION # COTW2023-10-10-02**

**It was regularly moved and seconded that the minutes of September 12, 2023 be approved as circulated.**

**MOTION CARRIED**

2.3 Presentation/Delegation – Jessica Atwell, Alexandria D’eon, and Jessica Burgoyne, Big Brothers Big Sisters of the Annapolis Valley

**MOTION #COTW2023-10-10-03**

**It was regularly moved and seconded that Jessica Atwell from Big Brothers Big Sisters of the Annapolis Valley to come before Council to present.**

**MOTION CARRIED**

Ms. Atwell introduced herself and her two colleagues, Ms. D’Eon, and Ms. Burgoyne. The presenters shared information regarding the organizational structure, programming, and funding in their service areas. It was noted that three children and one volunteer in the Digby area have applied for the mentoring program. Council asked questions and thanked Ms. Atwell, Ms. D’Eon, and Ms. Burgoyne for their presentation.

2.4 Unfinished Business from Minutes of September 12, 2023: None

2.5 CAO Report

i. Meeting Dates/Reminders

Warden Gregory highlighted the meeting dates/reminders.

ii. CAO Report

Council reviewed the CAO Report.

iii. Department Reports

The following department reports were included with the CAO report.

- i) Manager of Corporate Services
- ii) Manager of Municipal Services
- iii) Trail Coordinator
- iv) Airport/Dispatch
- v) Building Inspection
- vi) Heritage Coordinator
- vii) Renewable Energy & Climate Change Coordinator

**MOTION #COTW2023-10-10-04**

**It was regularly moved and seconded to accept the department reports as circulated.**

**MOTION CARRIED**

**3. DANGEROUS AND UNSIGHTLY PREMISES: None**

#### 4. BUSINESS ITEMS

##### 4.1 Cell Towers

Deputy Warden Ross shared his opinions on the importance of having proper cell towers/services everywhere in the Municipality and proposed that Council write a letter to all corresponding parties to get the conversation going. Council discussed the need to bridge better networks across the entire country and agreed to send a letter to the Canadian Radio-television and Telecommunications Commission, Minister Kim Masland, MLA Jill Balsler, and the Nova Scotia Federation of Municipalities.

##### **MOTION #COTW2023-10-10-05**

**It was regularly moved and seconded to recommend to Council to write a letter to the Canadian Radio-television and Telecommunications Commission, Minister Kim Masland, MLA Digby-Annapolis Jill Balsler, and the Nova Scotia Federation of Municipalities outlining the significance of having proper cell coverage.**

**MOTION CARRIED**

##### 4.2 Notice of Surplus Property

Council reviewed the Notice of Surplus Property of 8 Beechwood Lane from the Provincial Department of Public Works. It was discussed and agreed that Council did not want to proceed with the acquisition of the property.

##### **MOTION #COTW2023-10-10-06**

**It was regularly moved and seconded to recommend to Council to not pursue interest in the surplus property located at 8 Beechwood Lane (PID 30150049 & 30253926).**

**MOTION CARRIED**

**Councillor Tudor declared a conflict of interest and left Council Chambers at 5:39pm.**

##### 4.3 Freeport Baptist Church Community Grant Application

Council reviewed and asked questions regarding the community grant application for Freeport Baptist Church. Council directed staff to get clarification on a few items in the application and report back.

**Councillor Tudor returned to Council Chambers at 5:50pm.**

##### 4.4 New Year's Levy

CAO Sunderland asked Council for direction for the 2024 New Year's Levy. Council decided to go forward with this year's levy and scheduled it for January 1, 2024 from 1pm to 3pm.

**MOTION #COTW2023-10-10-07**

It was regularly moved and seconded to recommend to Council to schedule the 2024 New Year's Levy for January 1, 2024 from 1:00 to 3:00pm.

**MOTION CARRIED**

**5. CORRESPONDENCE/INFORMATION ITEMS**

5.1 Mary Saulnier Thank You Letter

Received and noted.

5.2 Letter from Minister Halman

Received and noted.

**MOTION #COTW2023-10-10-08**

It was regularly moved and seconded to move into in-camera at 5:57pm to discuss a personnel item.

**MOTION CARRIED**

**6. IN CAMERA ITEMS:**

6.1 Personnel

Councillor Tudor left the meeting at 5:59pm.

**MOTION #COTW2023-10-10-09**

It was regularly moved and seconded to move out of in-camera at 5:59pm

**7. ADJOURNMENT**

**MOTION #COTW2023-10-10-10**

It was regularly moved and seconded that the meeting adjourn at 6:00pm.

**MOTION CARRIED**

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Warden Linda Gregory

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Jeff Sunderland, Chief Administrative  
Officer